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www.dhs.lacounty.gov

To ensure access to high-quality, patient-centered, cost-effective healthcare to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.



www.dhs.lacounty.gov

August 7, 2012

REVISED

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENTS TO TWO
AGREEMENTS FOR HOUSEKEEPING SERVICES
(SUPERVISORIAL DISTRICTS 3, 4, AND 5)
(3 VOTES)**

SUBJECT

Request approval of amendments to extend the term of existing Proposition A Agreements with Servicon Systems, Inc. for the continued provision of housekeeping services at various Department of Health Services and Department of Public Health facilities.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and instruct the Chairman of the Board, to sign the attached Amendment No. 12 to Agreement No. 75053 with Servicon Systems, Inc. (Servicon), effective upon Board approval, to extend the term of the Agreement for the period of September 1, 2012 through December 31, 2012 ~~February 28, 2013~~, for the continued provision of housekeeping services at Department of Health Services' (DHS) Olive View-UCLA Medical Center (OV-UCLA MC), Mid-Valley Comprehensive Health Center, and San Fernando Health Center, at a base cost of \$1,913,172.48 ~~2,869,758.72~~ plus \$69,083.60 ~~103,625.40~~ for unscheduled work due to emergencies or other unforeseen events; and Department of Public Health's (DPH) Burbank, Glendale, North Hollywood, and Pacoima Health Centers, at a base cost of \$49,484.84 ~~74,227.26~~ plus \$2,117.08 ~~3,175.62~~ for unscheduled work due to emergencies or other unforeseen events; for a total maximum cost of \$2,033,858.00 ~~3,050,787.00~~ for the four~~six~~ month extension period.

2. Approve and instruct the Chairman of the Board, to sign the attached Amendment No. 13 to Agreement No. 75055 with Servicon, effective upon Board approval, to extend the term of the Agreement for the period of September 1, 2012 through December 31, 2012 ~~February 28, 2013~~, for the continued provision of housekeeping services at Harbor-UCLA Medical Center (H-UCLA MC), Long Beach Comprehensive Health Center and Lomita Family Health Center at a base cost of \$2,029,737.48 ~~3,044,606.22~~ plus \$76,873.20 ~~115,309.80~~ for unscheduled work due to emergencies or other unforeseen events, for a total maximum cost of \$2,106,610.68 ~~3,159,916.02~~ for the four ~~six~~ month extension period.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the first two recommendations will allow for the continued provision of housekeeping services at DHS and DPH facilities. The current Agreements expire August 31, 2012 and additional time is needed to complete the Request for Proposals (RFP) process which is currently in the initial protest stage. Servicon has agreed to hold the same rates, terms and conditions, which includes all current County-mandatory contracting requirements for the proposed four ~~six~~-month extension.

DHS conducted a competitive solicitation that included the DHS and DPH facilities in Groups 1 and 3 but was unable to recommend successor Agreements to the Board due to a protest from Servicon, the non-selected proposer. DHS completed the protest review and determined, in consultation with County Counsel, that it needed to solicit more information concerning staffing from each proposer and reevaluate the proposals in light of the new information. DHS issued an addendum to the RFP setting forth more specific staffing requirements and requested revised responses to address staffing and reflect any price adjustments that may be required. DHS received the revised responses, completed the evaluations, and selected Sodexo, the top ranked lowest cost proposer, for recommendation to the Board.

Servicon, the non-selected proposer, has notified DHS of their intent to protest the recommended award and has until August 27, 2012 to submit the documentation to request a Proposed Contractor Selection Review, which is the initial step under the County's Protest Policy. DHS anticipates responding to Servicon's protest within a week of receipt of their detailed documentation. In the event Servicon is not satisfied with DHS' response, it will likely continue with its protest and will have ten (10) days to request a County Review Panel (Panel) and provide the supporting documentation for the Panel's review. Should a Panel be requested, DHS will work with ISD to expedite the process.

In the event the Panel determines the protest is without merit, DHS will proceed with recommending agreement award to Sodexo. Transition to a new contractor typically

takes 45 to 60 days. The incoming new contractor must purchase the requisite equipment and supplies, as well as hire, or transition, approximately 300 new personnel to provide services at the two (2) hospitals and eight (8) Health Centers. Completion of this transition is estimated to be in late December. In the event this schedule is met and the full agreement extension period is not needed, the current agreements can be terminated with ten (10) day notice.

Implementation of Strategic Plan Goals

The recommended actions support Goal 1, Operational Effectiveness, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total cost for September 1, 2012 through ~~December 31, 2012~~ ~~February 28, 2013~~ is ~~\$4,140,468.68~~ ~~6,210,703.02~~. Of this amount, ~~\$3,942,909.96~~ ~~5,914,364.94~~ is the contract base amount for DHS facilities and ~~\$49,484.84~~ ~~74,227.26~~ for DPH facilities, plus five percent for unscheduled work for DHS ~~\$145,956.80~~ ~~218,935.20~~ and DPH ~~\$2,117.08~~ ~~3,175.62~~ (Attachment A).

The Auditor-Controller is required to review the cost analysis for any amendments to Proposition A contracts, where the amendment amount is ten percent or more of the annual contract amount and is \$500,000 or more. Since there were no changes to the terms and conditions from their last review, the Auditor-Controller has determined that it does not need to review the cost analysis (Attachment B). DHS has determined that the Agreements continue to be cost effective and operationally feasible. Attachment B provides additional information.

Funding is included in the Fiscal Year (FY) 2012-13 Adopted Budget for each Department. Unscheduled work will only be requested up to the available funding within each facility's budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Agreements may be terminated for convenience by the County in its sole discretion, with no less than ten (10) days' written notice.

County Counsel has reviewed and approved the recommended Amendments, set forth in Exhibits I and II, as to form.

CONTRACTING PROCESS

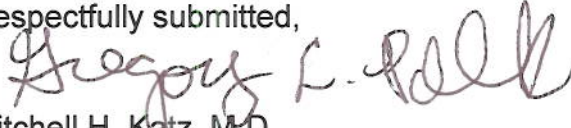
Not applicable.

The Honorable Board of Supervisors
August 7, 2012
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will ensure the continued provision of housekeeping services at DHS and DPH facilities.

Respectfully submitted,


For Mitchell H. Katz, M.D.
Director

MHK:tvf

Enclosures (4)

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Department of Public Health
Internal Services Department

DHS AND DPH HOUSEKEEPING SERVICES EXTENSION
COSTS FOR AGREEMENTS 75053 (GROUP 1) AND 75055 (GROUP 3)
BUDGET SUMMARY

Month-to-Month Extension (4 6 Months)

Agreement 75053 - Group 1 Facilities: Olive View-UCLA MC, Mid-Valley HC, San Fernando HC, Burbank HC, Glendale HC, N. Hollywood HC, and Pacoima HC									
Agreement 75055 - Group 3 Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC									
	DHS Total Base Cost (4 6 months)	DHS 5% Unscheduled Work Cost (4 6 months)	DHS Total Cost Including 5% Unsheduled Work (4 6 months)	DPH Total Base Cost (4 6 months)	DPH 5% Unscheduled Work Total Cost (4 6 months)	DPH Total Cost Including 5% Unsheduled Work (4 6 months)	DHS and DPH Total Base Costs (4 6 months)	DHS and DPH 5% Unscheduled Work Cost (4 6 months)	Total Maximum Cost (4 6 months)
Agreement #75053	\$1,913,172.48	\$69,083.60	\$1,982,256.08	\$49,484.84	\$2,117.08	\$51,601.92	\$1,962,657.32	\$71,200.68	\$2,033,858.00
	\$2,869,768.72	\$103,626.40	\$2,973,384.12	\$74,227.26	\$3,176.62	\$77,402.88	\$2,943,985.98	\$106,804.02	\$3,050,787.00
Agreement #75055	\$2,029,737.48	\$76,873.20	\$2,106,610.68	\$0.00	\$0.00	\$0.00	\$2,029,737.48	\$76,873.20	\$2,106,610.68
	\$3,044,606.22	\$145,309.80	\$3,159,916.02	\$0.00	\$0.00	\$0.00	\$3,044,606.22	\$145,309.80	\$3,159,916.02
Total	\$3,942,909.96	\$145,956.80	\$4,088,866.76	\$49,484.84	\$2,117.08	\$51,601.92	\$3,992,394.80	\$148,073.88	\$4,140,468.68
	\$5,914,364.94	\$218,936.20	\$6,133,300.14	\$74,227.26	\$3,176.62	\$77,402.88	\$6,988,592.20	\$222,110.82	\$6,210,703.02
Total 4 6 Month Cost for 75053 - Group 1 and 75055 - Group 3, Including 5% Unsheduled Work									\$4,140,468.68
									\$6,210,703.02

Department of Health Services
Prop A - Housekeeping Services
Cost Analysis Summary For Agreements #75053 AND #75055
September 1, 2012 through December 31, 2012 ~~February 28, 2013~~

ATTACHMENT B

Agreement #75053				
Facilities: Olive View-UCLA MC, Mid-Valley HC, Burbank HC, Glendale HC, N. Hollywood HC, Pacoima HC, and San Fernando HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage of Savings
	\$3,545,178.84	\$2,943,985.98	\$601,192.86	
Total	\$2,369,912.99	\$1,962,657.32	\$407,255.67	17%

Agreement #75055				
Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage of Savings
	\$3,460,841.92	\$3,044,606.22	\$416,235.70	12%
Total	\$2,369,258.63	\$2,029,737.48	\$339,521.15	14%

	\$7,006,020.76	\$5,988,592.20	\$1,017,428.56	
Totals For All Facilities	\$4,739,171.62	\$3,992,394.80	\$746,776.82	
			Total Average Percentage of Savings for all Facilities	15%
				16%

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 12

This Amendment is made and entered into this 28th day of August 2012 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75053 to provide Housekeeping Services at Olive View-UCLA Medical Center, Mid-Valley Comprehensive Health Center, and Burbank, Glendale, North Hollywood, Pacoima, and San Fernando Health Centers; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 1 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 2 to extend the term of Agreement No. 75053 on a month-to-month basis for six (6) months; and

WHEREAS, on February 16, 2010, the County of Los Angeles approved Amendment No. 3 to extend the term of Agreement No. 75053 for six (6) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2010, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 4 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on November 9, 2010, the County of Los Angeles approved Amendment No. 5 to extend the term of Agreement No. 75053 for three (3) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on March 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 6 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on May 24, 2011, the County of Los Angeles approved Amendment No. 7 to extend the term of Agreement No. 75053 for three (3) months; and Authorize the Director of Health Services, or his designee, to extend this Agreement on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 8 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on November 15, 2011, the County of Los Angeles approved Amendment No. 9 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on February 7, 2012, the County of Los Angeles approved Amendment No. 10 to extend the term of Agreement No. 75053 for six (6) months; and

WHEREAS, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 11 effective February 3, 2012, to amend Agreement to delete and replace paragraph 8.16, County's Quality Assurance Plan, and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective upon approval by the Board of Supervisors.
2. This Agreement is hereby amended to delete sub-paragraphs 4.3 and 4.4 in Paragraph 4.0, Term of Contract in its entirety and replace it as follows:

“4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an Agreement term extension option.”

“4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the DHS at the address herein provided in Exhibit F - County's Administration. In the event of the expiration or prior termination of the term of this Contract, Contractor shall fully cooperate with County to provide for the transition to whatever replacement service, which County determines to be in its best interest.”

3. This Agreement is hereby amended to add sub-paragraph 4.10 in Paragraph 4.0, Term of Contract as follows:

“4.10 The term of this Contract is extended for an additional four (4) ~~six (6)~~ months for the period from September 1, 2012 to December 31, 2012 ~~February 28, 2013~~, unless sooner terminated or extended, in whole or in part, as provided in this Contract.”

4. This Agreement is hereby amended to add sub-paragraph 5.1.9 in Paragraph 5.0, Contract Sum, as follows:

"5.1.9 For the four (4) ~~six (6)~~ month period from September 1, 2012, through December 31, 2012 ~~February 28, 2013~~, the Monthly Contract Sum shall not exceed \$490,664.33 as shown in the Exhibit Budget Summary and Exhibits B1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a. The 5% monthly Unscheduled Work Fund for each corresponding month shall be an additional \$17,800.17, for a total Maximum Monthly Contract Sum of \$508,464.50."

5. This Agreement is hereby amended to delete sub-paragraph 5.6 in Paragraph 5.0, Contract Sum in its entirety and replace it as follows:

"5.6 If requested by the Contractor, the Agreement's (hourly, daily, monthly, etc.) amount may, at the sole discretion of the County, be increased annually based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the Agreement anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted."

Where the County decides to grant a COLA pursuant to this paragraph for living wage Agreements, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Agreement) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Agreement, it shall require a written amendment to this Agreement first, that has been formally approved and executed by the parties."

6. This Agreement is hereby amended to delete Paragraph 5.7, Unscheduled Work Fund in its entirety and replace it as follows:

"In addition to the Monthly Contract Sum set forth above, there shall be a monthly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$17,800.17 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

- 5.7.1 Emergency is defined as a situation where in an immediate or quick response is necessary to prevent or lessen injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.
- 5.7.2 Expanded is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County's Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County's Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor."

7. This Agreement is hereby amended to delete Exhibit Budget Summary in its entirety and replace it with Exhibit Budget Summary dated 8-28-12 ~~6-26-12~~.
8. This Agreement is hereby amended to delete Exhibits B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a, Budget Sheets for Housekeeping Services in its entirety and replace it with Exhibit B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a, Budget Sheets for Housekeeping Services dated 1-6-12.
9. Exhibit Budget Summary and Exhibits B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a is attached hereto and incorporated herein by reference.
10. This Agreement is hereby amended to delete Paragraph 8.11, Consideration of Hiring Gain/Grow Program Participants in its entirety and replace it as follows:

"8.11 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's

Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. If the Contractor decides to pursue consideration of GAIN/GROW participants for hiring, the Contractor shall provide information regarding job openings and job requirements to DPSS' GAIN/GROW staff at GAINGROW@dpss.lacounty.gov. The County will refer GAIN/GROW participants by job category to the Contractor.

In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority."

11. This Agreement is hereby amended to delete sub-paragraph 8.16.3, in Paragraph 8.16, County's Quality Assurance Plan in its entirety.
12. This Agreement is hereby amended to delete sub-paragraph 8.45.2 in Paragraph 8.45, Termination For Improper Consideration in its entirety and replace it as follows:

"8.45.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org."

13. This Agreement is hereby amended to add sub-paragraphs 8.54.1, 8.54.2, and 8.54.3 in Paragraph 8.54, Health Insurance Portability &

Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH), as follows:

“8.54.1 Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue, or gain access to, patient medical records for any reason whatsoever.”

“8.54.2 Notwithstanding the forgoing, the parties acknowledge that in the course of the provision of services hereunder, Contractor or its officers, employees, and agents, may have inadvertent access to patient medical records. Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.”

“8.54.3 Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so. In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor’s or its officers’, employees’,

or agents', access to patient medical records. Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove."

14. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By C. T. [Signature]
Deputy



ATTEST:
SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

By C. T. [Signature], Deputy

APPROVED AS TO FORM:

John Krattli
County Counsel

By [Signature]
GRACE CHANG
Principal Deputy County Counsel

COUNTY OF LOS ANGELES

By: [Signature]
Chairman, Board of Supervisors

CONTRACTOR

SERVICON SYSTEMS, INC.

By: [Signature]
Signature
RICHARD MAHDESIAN
Printed Name
GENERAL MANAGER
Title

ADOPTED
BOARD OF SUPERVISORS

21

AUG 28 2012

[Signature]
SACHI A. HAMAI
EXECUTIVE OFFICER

HOUSEKEEPING SERVICES EXTENSION FOR AGREEMENT #75053
FOUR SIX MONTHS (SEP 1, 2012 - DEC 31, 2012 FEB 28, 2013)
BUDGET SUMMARY DETAIL BY FACILITY
INCLUDES NEW LIVING WAGE RATE INCREASE

75053 - GROUP 1

	Olive View- UCLA MC	Mid-Valley CHC	San Fernando HC	DHS Subtotals	Burbank HC	Glendale HC	North Hollywood HC	Pacoima HC	DPH Subtotals	Totals
Monthly Base Amount by Facility	\$457,680.18	\$16,495.80	\$4,117.14	\$478,293.12	\$2,084.28	\$4,117.14	\$2,060.97	\$4,108.82	\$12,371.21	\$490,664.33
Monthly Base 5% Unscheduled Work by Facility	\$16,395.86	\$699.50	\$175.54	\$17,270.90	\$89.23	\$175.54	\$88.96	\$175.54	\$529.27	\$17,800.17
								Total Cost for 1 Month Plus 5% Unscheduled Work		\$508,464.50
								Total Cost for 4 6 Months	\$1,962,657.32	\$2,943,985.98
								Total Cost for 4 6 Months of 5% Unscheduled Work	\$71,200.68	\$106,801.02
								Total Cost for 4 6 Months Plus 5% Unscheduled Work	\$2,033,858.00	\$3,050,787.00

REQUIRED FORMS - ATTACHMENT Q
BUDGET SHEET FOR HOUSEKEEPING SERVICES

EXHIBIT B-1a

OLIVE VIEW MEDICAL CENTER

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

Revised Date

1/6/2012

DIRECT COST (List each staff classification)

Payroll:	FTE	Hourly Rate (avg)	Contractor's Monthly Labor Hours (per FTE)	Monthly Total (\$)
Director and Associate	2.00	\$25.63	348.00	\$ 8,919.24
Supervisors	8.00	\$15.38	1392.00	\$ 21,408.96
Admin Asst.	1.00	\$10.25	174.00	\$ 1,783.50
Housekeepers AM	50.00	\$11.89	8700.00	\$ 103,443.00
Housekeepers PM	34.00	\$12.49	5916.00	\$ 73,890.84
Housekeeper GY	22.00	\$12.89	3828.00	\$ 49,342.92
New ER Additional Staff	8.00	\$12.46	1392.00	\$ 17,344.32
New ER Addtl. Staff Terminal Clnng	3.00	\$12.46	520.00	\$ 6,479.20
New Accute Care	3.00	\$12.46	520.00	\$ 6,479.20
				\$ -
	131.00		Total Salaries and Wages	\$ 289,091.18

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)	Monthly Total (\$)
Medical/Dental/Life Insurance	11.00	\$ 177.01	\$ 1,947.11
Holiday Reserve	2.75%	\$ 7,950.01	\$ 7,950.01
Vacation and Sick Leave	13.24%	\$ 38,262.40	\$ 38,262.40
		Total Benefits	\$ 48,159.52

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)			Monthly Total (\$)	
FICA & MDCR	7.65%		\$	25,782.82
FUTA	1.00%		\$	3,372.51
SUI	1.35%		\$	4,552.88
CGL	2.00%		\$	6,745.01
Worker's Comp	12.18%		\$	41,071.32
Total Payroll Taxes			\$	81,524.54

Supplies & Services		Monthly Total (\$)
Uniforms	\$	1,375.00
Paper Supplies	\$	-
Trash Liners/Plastic	\$	-
Hand Soap/Foam	\$	-
Hand Sanitizer	\$	-
Walk Off Mats	\$	-
Vehicle/Allowance	\$	-
Gas/Oil	\$	-
Capital Eqpt. Depreciation	\$	-
Equip Repair	\$	150.00
Small Tools/Eqpt.	\$	-
Monthly Supplies	\$	6,983.27
Trash Removal	\$	3,023.75
Pest Control	\$	492.00
Parking Lot Sweeping	\$	492.00
Window Cleaning	\$	307.50
	\$	-
Total Supplies & Services	\$	12,823.52
TOTAL DIRECT COSTS	\$	431,598.76

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify):	\$ 175.00	
	TOTAL INDIRECT COSTS	\$ 175.00

TOTAL DIRECT AND INDIRECT COST **\$ 431,773.76**

PROFIT (Please enter percentage:) **6.00%** **\$ 25,906.43**

TOTAL MONTHLY COSTS **\$ 457,680.18**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$16,395.86, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$457,680.18.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Mid Valley Health Center

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Mid Valley Health Center	4.00	\$ 12.09	\$ 8,414.64
		\$ -	\$ -

Revised Date
1/6/2012

Total Salaries and Wages \$ 8,414.64

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	4.00	\$ -
Holiday Reserve	4.00	\$ 65.08
Vacation & Sick Leave	4.00	\$ 120.56

Total Benefits \$ 742.56

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 700.53
FUTA	\$ 73.26
SUI	\$ 274.72
CGL	\$ 183.14
Worker's Comp	\$ 1,332.36

Total Payroll Taxes \$ 2,564.01

Supplies & Services

Uniforms	\$ 61.50
Paper Supplies	\$ 896.88
Trash Liners	\$ 410.00
Hand Soaps	\$ 397.19
Walk Off Mats	\$ 256.25
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 75.00
Equip Depreciation	\$ -
Monthly Supplies	\$ 291.38
Trash Removal	\$ 768.75
Pest Control	\$ 397.19
Mop Cleaning	\$ 102.50
Window Cleaning	\$ 256.25

Total Supplies & Services \$ 3,912.89

TOTAL DIRECT COSTS \$ 15,634.10

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping

Management Overhead (Specify)

Other (Specify): Business License

\$ 75.00	
TOTAL INDIRECT COSTS	\$50.17

TOTAL DIRECT AND INDIRECT COST \$ 15,684.27

PROFIT (Please enter percentage:) 6.00% \$ 811.53

TOTAL MONTHLY COSTS \$ 16,495.80

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$699.50, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$16,495.80.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Burbank Health Center

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

Revised Date
1/6/2012

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Burbank Health Center	0.50	\$ 11.84	\$ 1,030.08
		\$ -	\$ -

Total Salaries and Wages	\$ 1,030.08
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*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	0.50	\$ -
Holiday Reserve	0.50	\$ 65.08
Vacation & Sick Leave	0.50	\$ 120.56

Total Benefits	\$ 92.82
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Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 85.90
FUTA	\$ 8.98
SUI	\$ 33.69
CGL	\$ 22.46
Worker's Comp	\$ 162.39

Total Payroll Taxes	\$ 313.42
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Supplies & Services

Uniforms	\$ 7.69
Paper Supplies	\$ 112.11
Trash Liners	\$ 51.25
Hand Soaps	\$ 49.65
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.38
Equip Depreciation	
Monthly Supplies	\$ 36.42
Trash Removal	\$ 96.09
Pest Control	\$ 49.65
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 66.63

Total Supplies & Services	\$ 523.71
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TOTAL DIRECT COSTS	\$ 1,960.03
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INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping
 Management Overhead (Specify)
 Other (Specify): Business License

\$ 75.00	
TOTAL INDIRECT COSTS	\$ 6.27

TOTAL DIRECT AND INDIRECT COST	\$ 1,966.30
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PROFIT (Please enter percentage:)	6.00%	\$ 117.98
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TOTAL MONTHLY COSTS	\$ 2,084.28
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NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$89.23, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$2,084.28.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Glendale Health Center

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Glendale Health Center	1.00	\$ 11.84	\$ 2,060.16
		\$ -	\$ -

Revised Date

1/6/2012

Total Salaries and Wages \$ 2,060.16

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 65.08
Vacation & Sick Leave	1.00	\$ 120.56

Total Benefits \$ 185.64

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 171.80
FUTA	\$ 17.97
SUI	\$ 67.37
CGL	\$ 44.92
Worker's Comp	\$ 332.63

Total Payroll Taxes \$ 634.69

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06

TOTAL DIRECT COSTS \$ 3,871.55

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping
 Management Overhead (Specify)
 Other (Specify): Business License

\$ 75.00
TOTAL INDIRECT COSTS \$12.55

TOTAL DIRECT AND INDIRECT COST \$ 3,884.10

PROFIT (Please enter percentage:) 6.00% \$ 233.05

TOTAL MONTHLY COSTS \$ 4,117.14

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,117.14.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: North Hollywood Health Center

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
North Hollywood Health Cente	0.50	\$ 11.84	\$ 1,030.08
		\$ -	\$ -

Revised Date
1/6/2012

Total Salaries and Wages \$ 1,030.08

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	0.50	\$ -
Holiday Reserve	0.50	\$ 65.08
Vacation & Sick Leave	0.50	\$ 120.56

Total Benefits \$ 92.82

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 85.90
FUTA	\$ 8.98
SUI	\$ 33.69
CGL	\$ 22.46
Worker's Comp	\$ 142.07

Total Payroll Taxes \$ 293.10

Supplies & Services

Uniforms	\$ 7.68
Paper Supplies	\$ 115.31
Trash Liners	\$ 51.25
Hand Soaps	\$ 51.25
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.61
Equip Depreciation	
Monthly Supplies	\$ 46.70
Trash Removal	\$ 96.09
Pest Control	\$ 51.25
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 61.50

Total Supplies & Services \$ 535.48

TOTAL DIRECT COSTS \$ 1,951.48

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping

Management Overhead (Specify)

Other (Specify): Business License

\$ 75.00

TOTAL INDIRECT COSTS \$ 6.27

TOTAL DIRECT AND INDIRECT COST

\$ 1,957.75

PROFIT (Please enter percentage:)

6.00%

\$ 103.22

TOTAL MONTHLY COSTS

\$ 2,060.97

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$88.96, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$2,060.97.

NOTE: Additional hrs that were added per week in the amount of \$1,249.21 was removed.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Pacoima Health Center

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

Revised Date
1/6/2012**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Pacoima Health Center	1.00	\$ 11.84	\$ 2,060.16
		\$ -	\$ -

Total Salaries and Wages \$ 2,060.16

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 65.08
Vacation & Sick Leave	1.00	\$ 120.56

Total Benefits \$ 185.64

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 171.80
FUTA	\$ 17.97
SUI	\$ 67.37
CGL	\$ 44.92
Worker's Comp	\$ 324.78

Total Payroll Taxes \$ 626.84

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06

TOTAL DIRECT COSTS \$ 3,863.70

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00
TOTAL INDIRECT COSTS	\$ 12.55

TOTAL DIRECT AND INDIRECT COST \$ 3,876.25

PROFIT (Please enter percentage:) 6.00% \$ 232.57

TOTAL MONTHLY COSTS \$ 4,108.82

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,108.82.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: San Fernando Health Center

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

Revised Date
1/6/2012**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
San Fernando Health Center	1.00	\$ 11.84	\$ 2,060.16
		\$ -	\$ -

Total Salaries and Wages \$ 2,060.16

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 65.08
Vacation & Sick Leave	1.00	\$ 120.56

Total Benefits \$ 185.64

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 171.80
FUTA	\$ 17.97
SUI	\$ 67.37
CGL	\$ 44.92
Worker's Comp	\$ 332.63

Total Payroll Taxes \$ 634.69

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06

TOTAL DIRECT COSTS \$ 3,871.55

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00
TOTAL INDIRECT COSTS	\$ 12.55

TOTAL DIRECT AND INDIRECT COST \$ 3,884.10

PROFIT (Please enter percentage:) 6.00% \$ 233.05

TOTAL MONTHLY COSTS \$ 4,117.14

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$4,117.14.

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 13

This Amendment is made and entered into this 28th day of August, 2012 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75055 to provide Housekeeping Services at Harbor UCLA Medical Center, and Long Beach Comprehensive Health Center; and

WHEREAS, on March 21, 2006, the County of Los Angeles approved Amendment No. 1 to add housekeeping services at the Lomita Family Health Center and increase housekeeping services for Harbor-UCLA Medical Center's Urgent Care Clinic and increase parking lot sweeping services; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 2 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 3 to extend the term of Agreement No. 75055 on a month-to-month basis for six (6) months; and

WHEREAS, on February 16, 2010, the County of Los Angeles approved Amendment No. 4 to extend the term of Agreement No. 75055 for six (6) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2010, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 5 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on November 9, 2010, the County of Los Angeles approved Amendment No. 6 to extend the term of Agreement No. 75055 for three (3) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on March 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 7 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on May 24, 2011, the County of Los Angeles approved Amendment No. 8 to extend the term of Agreement No. 75055 for three (3) months; and Authorize the Director of Health Services, or his designee, to extend this Agreement on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 9 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on November 15, 2011, the County of Los Angeles approved Amendment No. 10 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on February 7, 2012, the County of Los Angeles approved Amendment No. 12 to extend the term of Agreement No. 75053 for six (6) months; and

WHEREAS, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 11 effective

February 3, 2012, to amend Agreement to delete and replace paragraph 8.16, County's Quality Assurance Plan, and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

1. This Amendment shall become effective upon approval by the Board of Supervisors.
2. This Agreement is hereby amended to delete sub-paragraphs 4.3 and 4.4 in Paragraph 4.0, Term of Contract in its entirety and replace it as follows:

"4.3 The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise an Agreement term extension option."

"4.4 The Contractor shall notify DHS when this Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the DHS at the address herein provided in Exhibit F - County's Administration. In the event of the expiration or prior termination of the term of this Contract, Contractor shall fully cooperate with County to provide for the transition to whatever replacement service, which County determines to be in its best interest."

3. This Agreement is hereby amended to add sub-paragraph 4.10 in Paragraph 4.0, Term of Contract as follows:

"4.10 The term of this Contract is extended for an additional four (4) ~~six (6)~~ months for the period from September 1, 2012 to December 31, 2012 ~~February 28, 2013~~, unless sooner terminated or extended, in whole or in part, as provided in this Contract."

4. This Agreement is hereby amended to add sub-paragraph 5.1.9 in Paragraph 5.0, Contract Sum, as follows:

"5.1.9 ~~8~~ For the four (4) ~~six (6)~~ month period from September 1, 2012, through December 31, 2012 ~~February 28, 2013~~, the Monthly Contract Sum shall not exceed \$507,434.37 as shown in the Exhibit Budget Summary and Exhibits B-1c, B-2a, and B-3. The 5% monthly Unscheduled Work Fund for each corresponding month shall be an additional \$19,218.30, for a total Maximum Monthly Contract Sum of \$526,652.67."

5. This Agreement is hereby amended to delete sub-paragraph 5.6 in Paragraph 5.0, Contract Sum in its entirety and replace it as follows:

"5.6 If requested by the Contractor, the Agreement's (hourly, daily, monthly, etc.) amount may, at the sole discretion of the County, be increased annually based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding the Agreement anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County

employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a COLA pursuant to this paragraph for living wage Agreements, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Agreement) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Agreement, it shall require a written amendment to this Agreement first, that has been formally approved and executed by the parties."

6. This Agreement is hereby amended to delete Paragraph 5.7, Unscheduled Work Fund in its entirety and replace it as follows:

"In addition to the Monthly Contract Sum set forth above, there shall be a monthly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$19,218.30 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows: "

5.7.1 Emergency is defined as a situation where in an immediate or quick response is necessary to prevent or lessen injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.

- 5.7.2 Expanded is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.
- 5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County's Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County's Board of Supervisors.
- 5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor."
7. This Agreement is hereby amended to delete Exhibit Budget Summary in its entirety and replace it with Exhibit Budget Summary dated 8-28-12 ~~6-26-12~~.
8. This Agreement is hereby amended to delete Exhibits B-1c, B-2a, B-3, Budget Sheets for Housekeeping Services in its entirety and replace it with Exhibit B-1c, B-2a, B-3, Budget Sheets for Housekeeping Services dated 1-18-12.
9. Exhibit Budget Summary and Exhibits B-1c, B-2a, and B-3 is attached hereto and incorporated herein by reference.

10. This Agreement is hereby amended to delete Paragraph 8.11, Consideration of Hiring Gain/Grow Program Participants in its entirety and replace it as follows:

“8.11 Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County’s Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor’s minimum qualifications for the open position. If the Contractor decides to pursue consideration of GAIN/GROW participants for hiring, the Contractor shall provide information regarding job openings and job requirements to DPSS’ GAIN/GROW staff at GAINGROW@dpss.lacounty.gov. The County will refer GAIN/GROW participants by job category to the Contractor. In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.”

11. This Agreement is hereby amended to delete sub-paragraph 8.16.3, in Paragraph 8.16, County’s Quality Assurance Plan in its entirety.
12. This Agreement is hereby amended to delete sub-paragraph 8.45.2 in Paragraph 8.45, Termination For Improper Consideration in its entirety and replace it as follows:

“8.45.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper

consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Fraud Hotline at (800) 544-6861 or www.lacountyfraud.org."

13. This Agreement is hereby amended to add sub-paragraphs 8.54.1, 8.54.2, and 8.54.3 in Paragraph 8.54, Health Insurance Portability & Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH), as follows:

"8.54.1 Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue, or gain access to, patient medical records for any reason whatsoever."

"8.54.2 Notwithstanding the forgoing, the parties acknowledge that in the course of the provision of services hereunder, Contractor or its officers, employees, and agents, may have inadvertent access to patient medical records. Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever."

"8.54.3 Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so. In the event of any access,

whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents', access to patient medical records. Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove."

14. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By [Signature]
Deputy



ATTEST:
SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

By [Signature], Deputy

APPROVED AS TO FORM:

John Krattli
County Counsel

By [Signature]
GRACE CHANG
Principal Deputy County Counsel

COUNTY OF LOS ANGELES

By: [Signature]
Chairman, Board of Supervisors

CONTRACTOR

SERVICON SYSTEMS, INC.

By: [Signature]
Signature
RICHARD MAHDESIAN
Printed Name
General Manager
Title

ADOPTED
BOARD OF SUPERVISORS

21

AUG 28 2012

[Signature]
SACHI A. HAMAI
EXECUTIVE OFFICER

HOUSEKEEPING SERVICES EXTENSION FOR AGREEMENT #75055
FOUR SIX MONTHS (SEP 1, 2012 - DEC 31, 2012 FEB 28, 2013)
BUDGET SUMMARY DETAIL BY FACILITY
INCLUDES NEW LIVING WAGE RATE AND STAFF

75055 - GROUP 3

	Harbor-UCLA MC	Long Beach CHC	Lomita Family HC	Totals
Monthly Base Amount by Facility	\$483,219.43	\$17,332.47	\$6,882.47	\$507,434.37
Monthly Base 5% Unscheduled Work Fund by Facility	\$18,200.36	\$726.45	\$291.49	\$19,218.30
		Total Cost for 1 Month Plus 5% Unscheduled Work		\$526,652.67
		Total Cost for 4 6 Months		\$2,029,737.48
		Total Cost for 4 6 Months of the 5% Unscheduled Work		\$3,044,606.22
				\$76,873.20
		Total Cost for 4 6 Months Plus 5% Unscheduled Work		\$2,106,610.68
				\$3,159,916.02

**REQUIRED FORMS - ATTACHMENT Q
BUDGET SHEET FOR HOUSEKEEPING SERVICES**

Exhibit B-1c

AT: Harbor UCLA

EXTENSION WITH NEW LIVING WAGE RATE INCREASE ONLY

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary	
Director & Associate	2.00	\$ 31.25	\$ 10,875.00	
Supervisors	8.00	\$ 15.30	\$ 21,297.60	
Admin	1.00	\$ 12.60	\$ 2,192.40	
Housekeepers AM	68.40	\$ 11.99	\$ 142,700.18	
Housekeepers PM	30.00	\$ 12.49	\$ 65,197.80	
Housekeeper GY	23.00	\$ 12.89	\$ 51,585.78	
		\$ -	\$ -	
			\$ -	
	132.40		Total Salaries and Wages	\$293,848.76

Revised Date
1/18/2012

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)	
Medical Insurance	11.00	\$ 2,068.00	
Holiday Reserve	3.24%	\$ 9,526.91	
Vacation & Sick Leave	14.92%	\$ 43,842.24	
		Total Benefits	\$ 55,437.14

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)			
FICA & MDCR	7.65%	\$ 26,720.37	
FUTA	1.00%	\$ 3,492.86	
SUI	1.35%	\$ 4,715.36	
CGL	2.00%	\$ 6,985.72	
Worker's Comp	12.86%	\$44,918.17	
	24.86%	Total Payroll Taxes	\$ 86,832.48

Supplies & Services			
Uniforms		\$ 1,178.00	
Paper Supplies			
Trash Liners		\$ -	
Hand Soaps		\$ -	
Walk Off Mats		\$ -	
Vehicle/Allowance		\$ 2,858.00	
Gas/Oil			
Startup Equip			
Equip Repair		\$ 153.75	
Equip Depreciation			
Monthly Supplies		\$ 7,280.00	
Trash Removal		\$ 3,843.75	
Compactor and Bailer Rental		\$ 1,344.00	
Pest Control		\$ 492.00	
Mop Cleaning		\$ 512.50	
Parking Lotr Sweeping		\$ 1,780.00	
Window Cleaning		\$ 307.00	
		Total Supplies & Services	\$ 19,749.00

TOTAL DIRECT COSTS **\$ 455,867.39**

General Accounting/Bookkeeping, Mgt. Medical Insurance,
Physical/ Back Ground, Training and Management Overhead.
Bussines Licence

TOTAL INDIRECT COSTS
\$ 455,867.39
\$ 27,352.04
\$ 483,219.43

PROFIT (Please enter percentage:) 6.00%

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$18,200.36, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$483,219.43.

NOTE: Since Exhibit B-1b, additional Cost for the transportation of trash from old loading dock to new loading dock (monthly amount includes 5 full time employees and the lease of truck)

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Long Beach Comp. Health Center

EXTENSION WITH NEW LIVING WAGE RATE INCREASE

Revised Date
1/18/2012**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Day Porter	2.00	\$ 11.84	\$ 4,120.32
Cleaners	2.40	\$ 12.34	\$ 5,153.18

Total Salaries and Wages \$ 9,273.50

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	4.40	\$ -
Holiday Reserve	4.40	\$ 32.62
Vacation & Sick Leave	4.40	\$ 57.07

Total Benefits \$ 394.64

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 739.61
FUTA	\$ 77.35
SUI	\$ 290.04
CGL	\$ 241.70
Worker's Comp	\$ 1,079.95

Total Payroll Taxes \$ 2,428.66

Supplies & Services

Uniforms	\$ 45.10
Paper Supplies	\$1,537.50
Trash Liners	\$ 256.25
Hand Soaps	\$205.00
Walk Off Mats	\$ 205.00
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	
Equip Repair	\$0.00
Equip Depreciation	\$ 36.08
Monthly Supplies	\$ 519.28
Trash Removal	\$871.25
Pest Control	\$246.00
Mop Cleaning	\$ 51.25
Window Cleaning	\$ 179.38

Total Supplies & Services \$ 4,152.09

TOTAL DIRECT COSTS \$ 16,248.89

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping

Management Overhead (Specify)

Other (Specify): Business License

\$ 100.00
TOTAL INDIRECT COSTS
\$102.50

TOTAL DIRECT AND INDIRECT COST \$ 16,351.39

PROFIT (Please enter percentage:)	6.00%	\$ 981.08
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TOTAL MONTHLY COSTS \$ 17,332.47

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$726.45, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$17,332.47.

REQUIRED FORMS - ATTACHMENT Q

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Lomita Family HC**EXTENSION WITH NEW LIVING WAGE RATE INCREASE**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary	
Day Porter	1.00	\$ 11.84	\$ 2,060.16	
PM Cleaner	1.00	\$ 12.34	\$ 2,147.16	
			\$ -	
	<u>2.00</u>		Total Salaries and Wages	\$4,207.32

Revised Date 1/18/2012

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)	
Medical Insurance	2.00	\$ -	
Holiday Reserve	2.44%	\$ 102.62	
Vacation & Sick Leave	8.00%	\$ 336.59	
		Total Benefits	\$ 439.20

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)			
FICA & MDCR	7.65%	\$ 355.48	
FUTA	0.80%	\$ 37.17	
SUI	3.00%	\$ 139.40	
CGL	2.50%	\$ 116.16	
Worker's Comp	14.05%	\$652.84	
	<u>28.00%</u>	Total Payroll Taxes	\$ 1,301.05

Supplies & Services

Uniforms	\$ 20.00	
Paper Supplies		
Trash Liners	\$ -	
Hand Soaps	\$ -	
Walk Off Mats	\$ -	
Vehicle/Allowance	\$ -	
Gas/Oil	\$ -	
Startup Equip	\$ 72.00	
Equip Repair	\$ -	
Equip Depreciation	\$ 78.93	
Monthly Supplies	\$ 305.93	
Trash Removal	\$ -	
Compactor and Bailer Rental	\$ -	
Pest Control	\$ -	
Mop Cleaning	\$ -	
Parking Lot Sweeping	\$ -	
Window Cleaning	\$ -	
	Total Supplies & Services	\$ 476.86

TOTAL DIRECT COSTS **\$ 6,424.43**

General Accounting/Bookkeeping, Mgt. Medical Insurance,
Physical/ Back Ground, Training and Management Overhead.
Business Licence

\$95.60	
TOTAL INDIRECT COSTS	\$95.60
	\$ 6,520.03
	\$ 362.44
	\$ 6,882.47

PROFIT (Please enter percentage:) 6%

Note: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$291.49, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$6,882.47.